

Activities Inventory by Phase

Phase	Activity Category	Activity Code	Code Description	FTE	ED-Wide Activity Definition
1	Personnel Management	B000	Administrative Support	21	These activities are administrative in nature and aid in the execution of the various activities within this category. These activities include clerical support, word processing, file maintenance and retrieval, time and attendance, scheduling, reception, supply requisition, etc.
1	Personnel Management	B100	Classification	0	These activities are associated with reviewing jobs for the purpose of determining job series and grades.
1	Personnel Management	B102	Classification Reviews	0	These activities are associated with reviewing existing job classifications. For example, desk audits.
1	Personnel Management	B300	Staffing Reviews	0	These activities are associated with organizational assessments to determine current staffing needs. For example, reviews to determine if sufficient numbers of staff with the right mix of skills are employed to accomplish the organization's mission.
1	Personnel Management	B301	Processing (Personnel Management)	12	These activities are associated with processing personnel actions such as TSP, insurance, etc. These activities include data entry into personnel systems and filing hardcopy election forms.
1	Personnel Management	B400	Employee Relations Support	10	These activities are associated with providing guidance and advice on management issues related to discipline and adverse-action processing, retirement counseling and quality work-life programs.
1	Personnel Management	B500	Labor Relations Support	6	These activities are associated with providing guidance and advice to management on Collective Bargaining Agreement responsibilities and advocacy and third party proceedings support.
1	Personnel Management	B501	Agency Equal Employment Opportunity Reviews	11	These activities are associated with reviewing equal employment opportunity concerns and issues.
1	Personnel Management	B502	Negotiated Dispute Resolution	3	These activities are associated with informal dispute resolution center functions.
1	Personnel Management	B700	Personnel Management Specialist	52	These activities are associated with human resources management functions including attracting, developing, managing, and retaining a high quality and diverse workforce. These activities also include providing information on benefits to employees.
1	Personnel Management	B701	Personnel Operations Management	4	These activities are associated with human resources (HR) management functions relating to the most effective alignment of HR systems to support strategic goals and objectives and produce the results that accomplish the agency mission.
1	Personnel Management	B702	Personnel IT Support	3	These activities are not applicable to ED.
1	Finance and Accounting	C100	Voucher Examining	3	These activities are associated with reviewing contractor invoices/vouchers or other requests for payment for accuracy and justification of payment.
1	Finance and Accounting	C301	Accounts Payable	3	These activities are associated with processing accounts payable (i.e., tracking dollars the Department is obligated to pay).
1	Finance and Accounting	C310	Payroll Processing	1	These activities are associated with developing, testing, implementing, and evaluating pay records systems and pay data and payroll accounting.
1	Finance and Accounting	C312	Payments Issuance Support/Processing	20	These activities are associated with processing transactional payments.
1	Finance and Accounting	C500	External Auditing	2	These activities are associated with financial auditing of entities external to the Department (grantees, contractors, etc.) to include providing an opinion on whether financial statements present fairly the entity's financial position and determining whether the array of financial information meets established or stated criteria, the entity adheres to specific financial compliance requirements, the entity has an adequate internal control structure over financial reporting and the safeguarding of assets, and the financial information systems comply with applicable requirements.

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1	Regulatory and Program Management Support Services	D102	Regulatory Audits	42	These activities are associated with developing audit guidelines and instruments, monitoring and evaluating audits, and resolving findings requiring corrective action.
1	Investigations	I110	Management Headquarters - Audit	9	These activities are associated with headquarters audit management, supervision, and operations. Regional audit management should be coded under I120.
1	Investigations	I120	Audit Operations	16	These activities are associated with regional audit operations in a supervisory/managerial capacity.
1	Investigations	I420	Financial Audits	15	These activities are associated with Inspector General audits of financial transactions.
1	Investigations	I430	Performance Audits	86	These activities are associated with Inspector General audits of program performance to determine whether an entity acquires, protects, and uses its resources such as personnel, property, and space economically and efficiently, the causes of less than maximum performance, and whether the entity complies with applicable laws and regulations on matters of economy and efficiency. These activities also include auditing to determine the extent to which an entity achieves the desired results or benefits established by regulation or other authorization, the effectiveness of organizations, programs and activities, and whether an entity is complying with law and regulations applicable to a program.
1	Investigations	I440	Management Evaluations/Audits	41	These activities are associated with Inspector General audits of Departmental activities.
1	Education and Training	U000	Administrative Support	6	These activities are administrative in nature and aid in the execution of the various activities within the 'major activity.' These activities include clerical support, word processing, file maintenance and retrieval, time and attendance, scheduling, reception, supply requisition, etc.
1	Education and Training	U301	Training Management	9	These activities are associated with managing training assessment processes, developing training curriculum program/goals, evaluating the effectiveness of training programs; developing and executing budgets, allocating resources; and/or supervising, overseeing, and directing training staff.
1	Education and Training	U300	Specialized Skill Training	17	These activities are associated with training related to understanding and applying program specific requirements.
1	Education and Training	U302	Training Administration	7	These activities are associated with coordinating the use of a training facility and handling the logistics of training (e.g., scheduling, hiring trainers, managing enrollments, publicizing training opportunities, etc.).
1	Education and Training	U500	Professional Development Training	5	These activities are associated with providing employees with career development and enhanced job skills.

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Phase	Activity Category	Activity Code	Code Description	FTE	ED-Wide Activity Definition
1	General Support	Y401	General Attorney's Services	268	These activities are associated with professional legal positions involved in preparing cases for trial and/or the trial of cases before a court or an administrative body or persons having quasi-judicial power; rendering legal advice and services with respect to questions, regulations, practices, or other matters falling within the purview of a Federal Government agency (this may include conducting investigations to obtain evidentiary data); preparing interpretive and administrative orders, rules, or regulations to give effect to the provisions of governing statutes or other requirements of law; drafting, negotiating, including negotiating compliance agreements, or examining legal documents required by the agency's activities; drafting, preparing formal comments, or otherwise making substantive recommendations with respect to proposed legislation; editing and preparing for publication statutes enacted by Congress and opinions or decisions of a court, commission, or board; and drafting and reviewing decisions for consideration and adoption by agency officials.
1	General Support	Y405	Management Headquarters - Legal Services	4	These activities are not applicable to ED.
1	General Support	Y415	Legal Services and Support	12	These activities are not applicable to ED.
1	TOTAL Phase 1			688	

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2	Finance and Accounting	C000	Administrative Support	17	These activities are administrative in nature and aid in the execution of the various activities within this category. These activities include clerical support, word processing, file maintenance and retrieval, time and attendance, scheduling, reception, supply requisition, etc.
2	Finance and Accounting	C302	Travel Processing	23	These activities are associated with processing travel authorizations, making travel arrangements and processing travel vouchers and claims.
2	Finance and Accounting	C304	Accounts Receivable	7	These activities are associated with processing accounts receivable (i.e., managing dollars owed to the Department). These activities do not include the operational activities associated with mailing out bills; such activities should be included under C306.
2	Finance and Accounting	C307	General Accounting	42	These activities are associated with professional accounting work that requires application of accounting theories, concepts, principles, and standards to the financial activities of the Department, prescribing accounting standards, policies, and requirements; examining, analyzing, and interpreting accounting data, records, and reports; or advising or assisting management on accounting and financial management matters.
2	Finance and Accounting	C308	Financial Report Generation	15	These activities are associated with developing, coding and generating financial reports.
2	Finance and Accounting	C309	Cost Accounting	4	These activities are associated with functions involved in determining the appropriate methodology for measuring costs, and for matching costs with outputs to determine the full cost to provide or acquire goods and services.
2	Finance and Accounting	C313	Financial Systems Support	21	These activities are associated with designing or adapting financial accounting and related systems.
2	Finance and Accounting	C314	Financial Management and Program Planning	6	These activities are associated with Department level functions of a fiscal, financial management, and accounting nature (these activities should be limited to OCFO activities associated with managing or directing the 'program' for the management of financial resources of the Department). Any related activities that occur at the Program Office level should be coded under D702.
2	Finance and Accounting	C315	Financial Management Operations	20	These activities are associated with controlling and managing appropriate or non-appropriated funds at the Departmental level. Any related activities that occur at the Program Office level should be coded under D702.
2	Finance and Accounting	C316	Financial Systems Development and Planning	9	These activities are associated with developing financial accounting and related systems.
2	Finance and Accounting	C317	Financial Systems Operations	39	These activities are associated with operating or maintaining financial accounting and related systems.
2	Finance and Accounting	C400	Budget Support	67	These activities are associated with planning, coordinating, formulating, and executing budgets at the Departmental level. Any related activities that occur at the Program Office level should be coded under D702.
2	Finance and Accounting	C401	Financial Analysis	12	These activities are associated with analyzing and evaluating the financial and business operations and transactions of the Department. Any related activities that occur at the Program Office level should be coded under D702.
2	Finance and Accounting	C402	Cash and Debt Management	8	These activities are associated with cash and debt management activities at the Departmental level, not including debt collection functions, which should be coded under C305.
2	Finance and Accounting	C405	Business Performance Analysis	2	These activities are associated with analyzing and interpreting the Department's financial transactions reports to provide information for formulating policy, planning actions and evaluating performance.

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2	Finance and Accounting	C406	Cost Analysis	11	These activities are associated with reviewing and evaluating the separate cost elements and profit in an offeror's proposal. These activities also include negotiating and approving indirect cost rates.
2	Finance and Accounting	C408	Asset Management and Disposal	4	These activities are associated with tracking, monitoring and disposing of Departmental assets.
2	Finance and Accounting	C501	Internal Auditing	5	These activities are associated with financial auditing of programs, components and offices within the Department to include providing an opinion on whether financial statements present fairly the entity's financial position and determining whether the array of financial information meets established or stated criteria, the entity adheres to specific financial compliance requirements, the entity has an adequate internal control structure over financial reporting and the safeguarding of assets, and the financial information systems comply with applicable requirements. These activities do not include evaluations and audits performed by the OIG, which should be coded under I440.
2	Regulatory and Program Management Support Services	D100	Regulatory Activities Support	63	These activities are associated with creating regulations and carrying out the administrative requirements of regulations. These activities include drafting regulations, obtaining clearance on regulatory language, coordinating the publication of draft and final regulations, analyzing public comment on regulations, promulgating final regulations, providing testimonies associated with regulatory language. These activities also include carrying out the requirements associated with the Paperwork Reduction Act, Freedom of Information Act, Clinger-Cohen Act, Privacy Act, and records management requirements. These activities do not include legislative and regulatory support activities conducted by the OIG; such activities should be coded under I100.
2	Procurement	F000	Administrative Support	8	These activities are administrative in nature and aid in the execution of the various activities within this category. These activities include clerical support, word processing, file maintenance and retrieval, time and attendance, scheduling, reception, supply requisition, etc.
2	Procurement	F100	Quality Assurance	6	These are government surveillance activities which ensure that a service provider is performing according to work statement requirements.
2	Procurement	F150	Systems Acquisition - Research and Development Support	0	These activities are not applicable to ED. Any related activities associated with the testing of systems before they enter production should be coded under D700 or W826.
2	Procurement	F160	Systems Acquisition - Other Program Support	0	These activities are associated with technical expert (financial, information technology, etc.) support of a systems acquisition project.
2	Procurement	F200	Contracting (Operational)	39	These activities are associated with pre- and post-award functions such as reviewing requirements, preparing solicitations, analyzing proposals, negotiating, and monitoring contracts. These activities are limited to OCFO/CPO Contract Specialist duties.
2	Procurement	F300	Contracting (Analysis)	7	These activities are associated with procurement analysis to include developing guidance material for Department contracting personnel (i.e., publishing informational material to inform, clarify, and explain regulatory and policy changes). These activities are limited to OCFO/Contracts and Purchasing Operations staff.

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2	Procurement	F310	Management Headquarters - Procurement and Contracting	2	These activities are associated with the ED Senior Procurement Executive duties including management direction of ED's acquisition system through implementation of the unique acquisition policies, regulations, and standards of the Department.
2	Procurement	F320	Contract Administration and Operations	82	These activities are associated with Contracting Officer Representative (COR) and Project Officer functions (not including Contracting Officer or Contract Specialist activities) such as monitoring contractor performance and use of property, inspection and acceptance of goods/services, and documenting contractor past performance.
2	Procurement	F400	Recurring Purchasing	13	These activities are associated with award and administration of purchase orders and micro-purchases in the principal offices.
2	Information Technology	W000	Administrative Support	17	These activities are administrative in nature and aid in the execution of the various activities within this category. These activities include clerical support, word processing, file maintenance and retrieval, time and attendance, scheduling, reception, supply requisition, etc.
2	Information Technology	W100	Management Headquarters- Communications, Computing and Information	17	These activities are associated with senior level management/leadership of an organization's information resources management function. For example, the Chief information Officer or Deputy CIO.
2	Information Technology	W210	Telephone Systems	6	These activities are associated with the full life-cycle management of telephone systems.
2	Information Technology	W220	Telecommunication Centers	0	These activities are associated with the planning, design, implementation, and operation of telecommunication centers.
2	Information Technology	W299	Other Communications Systems	6	These technical activities are associated with the full life-cycle support of data, video, and voice-over-IP communication systems and networks. For example, email, video teleconferencing, LANs, WANs, MANS, and VoIP phones. This does not include the more conventional telephone systems of W210 above.
2	Information Technology	W310	Computing Services and Data Base Management	20	These technical activities are associated with the design, development, testing and maintenance of data base management systems. For example, a database designer/developer or administrator.
2	Information Technology	W410	Information Operations and Information Assurance/Security	16	These activities are associated with developing, implementing, and monitoring information assurance/security policy, procedures, and guidance. For example, conducting, overseeing, or supporting system risk assessments, certifications, or accreditations.
2	Information Technology	W500	Data Maintenance	1	These activities are associated with maintaining data quality.
2	Information Technology	W501	Report Processing/Production	3	These activities are associated with designing and generating reports, usually from a database management system.
2	Information Technology	W600	Data Center Operations	11	These activities are associated with planning, designing, building, implementing, and operating a data center. This would also include overseeing and monitoring data center operations.
2	Information Technology	W601	Information Technology Management	68	These management activities are associated with information technology-related programs. For example, managing the planning and operations of the following types of programs: help desks, end-user support, assistive technology, IT asset management, networking, Internet and intranet, visual information, warm/backup sites, etc.

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2	Information Technology	W826	Systems Design, Development and Programming Services	73	These technical and project management activities are associated with systems and applications development. For example, requirements gathering, analysis, design, development, testing, implementation, and maintenance.
2	Information Technology	W827	Software Services	1	These activities are associated with supporting the use and operation of software packages.
2	Total Phase 2			771	

Activities Inventory by Phase

Phase	Activity Category	Activity Code	Code Description	FTE	ED-Wide Activity Definition
3	Regulatory and Program Management Support Services	D000	Administrative Support	233	These activities are administrative in nature and aid in the execution of the various activities within this category. These activities include clerical support, word processing, file maintenance and retrieval, time and attendance, scheduling, reception, supply requisition, etc. Also includes the activities of Interpreters for the hearing impaired and Readers for the visually impaired/blind staff.
3	Regulatory and Program Management Support Services	D101	Regulatory Economists/ Statisticians	0	These activities are associated with planning, developing and operationalizing statistical programs and surveys.
3	Regulatory and Program Management Support Services	D410	Compliance Operations	88	These activities are associated with designing the framework for how compliance reviews are conducted; designing instruments to be used in determining compliance; developing the guidelines, timeframes, and frequency of compliance reviews, and performing the actual monitoring to determine compliance.
3	Regulatory and Program Management Support Services	D411	Compliance Assessments	19	These activities are associated with evaluating the results of monitoring activities and/or compliance reviews.
3	Regulatory and Program Management Support Services	D703	Application Receipt and Processing	53	These activities are associated with the application process used to determine eligibility to participate and receive benefits associated with federal programs. These activities are not associated with the application process for competitive funding (e.g., grant applications).
3	Grants Management	L000	Administrative Support	60	These activities are administrative in nature and aid in the execution of the various activities within the 'major activity.' These activities include clerical support, word processing, file maintenance and retrieval, time and attendance, scheduling, reception, supply requisition, etc.
3	Grants Management	L100	Application Services	8	These activities are associated with logging/tracking applications (including acknowledging receipt), reviewing the application for initial administrative eligibility requirements, and routing the application to the appropriate office for review.
3	Grants Management	L101	Grants Application Reviews and Evaluations	131	These activities are associated with the initial determination of program eligibility, developing technical review plans, determining peer review panel composition, convening and managing peer review panel(s) (including all logistics associated with convening and managing the panel), and preparing funding recommendations.
3	Grants Management	L200	Grants Monitoring and Evaluation	378	These activities are performed in accordance with the program's annual monitoring plan and include activities such as providing technical assistance to grantees, compliance monitoring, reviewing and evaluating grantee programmatic and fiscal activities with the goal of fostering projects that demonstrate excellence, results, and accountability.
3	Total Phase 3			970	

Activities Inventory by Phase

Phase	Activity Category	Activity Code	Code Description	FTE	ED-Wide Activity Definition
4	Recurring Testing and Inspection Services	A000	Administrative Support	2	These activities are administrative in nature and aid in the execution of the various activities within this category. These activities include clerical support, word processing, file maintenance and retrieval, time and attendance, scheduling, reception, supply requisition, etc.
4	Recurring Testing and Inspection Services	A300	Safety	4	These activities are associated with facility inspection and monitoring to ensure a safe work environment.
4	Finance and Accounting	C305	Collections	133	These activities are associated with monitoring, recording, and collecting debts incurred by overdrafts, bad checks, or delinquent accounts.
4	Regulatory and Program Management Support Services	D105	Education Benefits and Entitlements Analysis	2	Conducts analysis of the delivery of education benefits and entitlements to postsecondary students. At ED, this would involve analysis of the delivery of Pell Grants and campus-based aid to low-income students and the interaction of these programs to the education tax benefits.
4	Regulatory and Program Management Support Services	D106	Loan Guaranty Benefits and Entitlements Analysis	2	Conducts analysis of Federal loan guaranty benefits for students enrolled in postsecondary education. At ED, this would involve the analysis of the Federal Family Education Loan, Perkins Loan, and Federal Direct Student Loan programs.
4	Regulatory and Program Management Support Services	D200	Data Collection and Analysis	36	These activities include all data collection and analysis activities except statistical analysis (see D300 for statistical analysis activities).
4	Regulatory and Program Management Support Services	D300	Statistical Analysis	14	These activities are self-explanatory.
4	Regulatory and Program Management Support Services	D400	Compliance Surveys and Inspections	117	These activities are associated with administering surveys to determine compliance with program rules and complete inspections to determine compliance with program rules.
4	Regulatory and Program Management Support Services	D501	Customer Service	60	These activities are front-line customer service activities; such as responding to general public inquiries, referring inquiries to appropriate offices, responding to general requests for materials. More substantive customer service activities should be categorized under D706 as technical assistance.
4	Regulatory and Program Management Support Services	D604	Customer Service Contacts	35	These activities are associated with positions that are designated as the contact for specific areas or customer groups.
4	Regulatory and Program Management Support Services	D700	Systems Design, Testing, and Certification	53	These activities are associated with user/customer acceptance testing that assures programs are delivered in accordance with laws, regulations and business rules. These activities include developing specifications and test plans for certification or acceptance of software. These activities do not include testing system software from a system/IT perspective.
4	Regulatory and Program Management Support Services	D701	Program Marketing and Outreach	92	These activities are associated with the proactive development and dissemination of information related to program requirements and regulations to all interested parties.
4	Regulatory and Program Management Support Services	D702	Program Planning and Support	623	These activities are associated with operational planning; such as budget requests, strategic planning, resource allocation, task prioritization, program management, and delivery.
4	Regulatory and Program Management Support Services	D704	Program Monitoring and Evaluation	212	These activities are associated with reviewing and analyzing management practices, operational activities, and program outcomes to determine if the program is meeting its inherent goals.
4	Regulatory and Program Management Support Services	D706	Program Monitoring/ Technical Assistance	190	These activities are substantive technical assistance activities. Those activities that are more general customer service activities should be classified under D501.
4	Regulatory and Program Management Support Services	D720	Independent Appeals Review	17	These activities are associated with formal dispute resolution.

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4	Social Services	G102	Librarian Services	15	These activities are associated with collection management, national/general reference services, cataloguing, and archiving.
4	Social Services	G103	Library Operations and Management	2	These activities are associated with managing personnel and support staff who support the library's management team.
4	Investigations	I000	Administrative Support	92	These activities are administrative in nature and aid in the execution of the various activities within this category. These activities include clerical support, word processing, file maintenance and retrieval, time and attendance, scheduling, reception, supply requisition, etc.
4	Investigations	I100	Inspector General Services	3	These activities are authorized under the Inspector General Act, such as: providing policy direction for and to conduct, supervise and coordinate audits and investigations related to programs and operations of ED; reviewing existing and proposed legislation and regulations and make recommendations on impact on programs and operations; recommending policies and conducting other activities for purpose of promoting economy and efficiency and preventing and detecting fraud and abuse; keeping the Secretary and Congress informed concerning fraud and other serious problems, abuses, and deficiencies relating to the administration of ED programs and operations; and activities to assure that work performed by non-Federal auditors complies with Government Auditing Standards. Specific audit and criminal investigatory activities are reported under the applicable I-series codes.
4	Investigations	I105	IG Legal Services	4	These activities are associated with independent legal counsel provided to OIG.
4	Investigations	I414	Field Technical Services	6	These activities are associated with regional technical support to criminal investigators.
4	Investigations	I416	Non-Field Administrative Support Criminal Investigations	3	These activities are associated with headquarters-based administrative support to criminal investigators in the field.
4	Investigations	I501	IG Data Collection and Analysis	9	These activities are associated with collecting, extracting, and analyzing computer-based data in support of audits, investigations and inspections.
4	Investigations	I502	Case Assessment/ Management/Disposition	376	These activities are associated with investigating allegations of statutory or regulatory violations, including civil rights violations. These activities may result in voluntary compliance or law enforcement proceedings.
4	Investigations	I510	Personnel Security Clearances and Background Investigations	6	These activities are associated with personnel screening including a National Agency Check, credit search, personal interviews of subject and sources, written inquiries of selected sources, and record searches covering specific areas of a subject's background. Includes both ED employee and contractor employee screening.
4	Investigations	I520	Criminal, Counter Intelligence, and Administrative Investigative Services	83	These activities are associated with OIG criminal investigations/criminal investigators to include prevention and detection of fraud and abuse relating to the Department's programs and operations. Conducting, supervising, and coordinating investigations of suspected fraudulent activity or employee misconduct, designing and implementing undercover operations, directing programs for Secretarial protection, and coordinating with the Department of Justice on all criminal matters dealing with the programs and operations of the Department of Education.
4	Investigations	I999	Other Audit and Investigative Activities	10	These activities are not applicable to ED.

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4	Research, Development, Test, and Evaluation	R200	Basic R&D	132	These activities are associated with all internal research, as well as survey research and statistical analyses, conducted by the Department, including basic, applied, developmental, theoretical, etc.
4	Installation Services	S000	Administrative Support	5	These activities are administrative in nature and aid in the execution of the various activities within this category. These activities include clerical support, word processing, file maintenance and retrieval, time and attendance, scheduling, reception, supply requisition, etc.
4	Installation Services	S510	Law Enforcement, Physical Security, and Security Guard Operations	2	These activities are associated with protecting the Secretary of Education from physical danger.
4	Installation Services	S701	Public Affairs/Relations	46	These activities are associated with creating, designing, developing, coordinating, and overseeing specialized public information efforts of importance to the Secretary. These activities also include administering, monitoring, and performing public affairs operations involving the production of audiovisual materials, graphics, and publications; as well as, assisting principal offices in the preparation, clearance, and production of publications, other print materials, and audiovisual materials, which inform the various education publics.
4	Installation Services	S713	Food Services	1	These activities are associated with the operation and administration of food preparation and serving facilities.
4	Installation Services	S716	Motor Vehicle Operation	7	These activities are associated with the operation of local motor transportation services for Senior Department staff.
4	Installation Services	S733	Building Services	20	These activities are associated with oversight and management of maintenance, operation, construction, renovation, consolidation, and relocation of Department buildings.
4	Other Non-Manufacturing Operations	T600	Real Property Management	2	These activities are associated with tracking and monitoring Department property.
4	Other Non-Manufacturing Operations	T601	Real Property Disposal	1	These activities are associated with disposal of excess Department property.
4	Other Non-Manufacturing Operations	T806	Printing and Reproduction	2	These activities are associated with printing, duplicating, and copying. These activities do not include user-operated office copying equipment; these activities should be coded under the Administrative Support code for the appropriate category.
4	General Support	Y000	Administrative Support	38	These activities are administrative in nature and aid in the execution of the various activities within this category. These activities include clerical support, word processing, file maintenance and retrieval, time and attendance, scheduling, reception, supply requisition, etc.
4	General Support	Y610	Management Headquarters - Legislative Affairs	2	These activities are not applicable to ED. Use Code Y620.
4	General Support	Y620	Legislative Affairs	14	These activities are associated with the Department's legislative program and congressional relations. Specifically, planning, developing and implementing the legislative goals of the Department, coordinating the collection of and provide information, including testimony, to Congress about Departmental policies, appropriations, programs, and organization, and assuring the Department's responsiveness to Congressional requests for information.
4	General Support	Y820	Administrative Management and Correspondence Services	24	These activities are associated with coordinating, processing, preparing, and responding to inquiries.
4	Total Phase 4			2497	
1-4	Total All Phases			4926	